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ATTENDANCE PROCEDURE

H. V. CHURCH

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A pupil new to the school is required on presenting himself at the office to fill out the first three lines of the attendance card below:

42														
Name <u>John Doe</u>										Tel. Ber. 814-J				
Age <u>15</u> Yrs. <u>4</u> Mo. Parents' Name <u>Myron Doe</u>														
Parents' Address <u>3149 Home Ave.</u> Adviser <u>Mr. Vernon</u>														
H	Sub	Rm	X/ 26	X/ 27	X/ 28	X/ 29	XI/ 30	XII/ 1	XII/ 1	XII/ 2	XII/ 3			
S	Sp.	213	Sp.	Sp.	Sp.	Sp.	P ₆	8 ²⁹	Sp.					
1	E.	209	1	1	1	1	1							
2	V.	131	2	2	2	2								
3	Pt.		3	3	3	3								
4	Sc.	307	4	4	4	4								
5	Lunch													
6	L.	204	6	6	6	°				1 ⁰⁵ P. H.				
7	St.	131	7	7	7	7					2 ⁰⁰ X H.			
8	St.	209	8	8	8	8								
9			P.	L.	nl									
10														

The clerk then ushers John to a faculty member who gives him Form A of the Chicago Group Intelligence Test. The score is recorded on the upper left corner of the attendance card (42). He is then assigned to his proper classes and given an admittance slip. The admittance slip gives the date of John's entrance, his name, the time, names, and places of the classes he is to attend. The slip is explained, as it should be, as follows: You go to Spelling at 8:20 A.M. in Room 213; to English in Room 209 the first period; to Vocations in Room 131 the second period; to Physical Training in the boys' gymnasium or the pool the third period, alternating daily (today you go to the pool); to General Science in Room 307 the fourth period; to lunch the fifth period;

to Latin in Room 204 the sixth period; to Room 131 for study the seventh period; to Room 209 for study the eighth period. If you always have your lessons and behave sensibly you may go home at 2:50 P.M., the end of the eighth period. Your adviser (educational and vocational) is Mr. Vernon, your teacher of English.

To each of John's instructors is issued an admittance slip which shows to the teacher who receives it that John Doe should report to him at certain periods. The attendance card is then filled out (see columns 2 and 3) and given to the clerk, who makes out a scholarship record card and a daily attendance blank. These latter two are cards, $5\frac{1}{2} \times 8$ inches. The clerk then places the attendance card in a filing tray with the other cards of its kind.

If John Doe should be absent on October 26, entries are made on his card as shown in the fourth vertical column from the left. The first teacher to arrive in the office with an absence to record for John Doe searches out his card in the file, heads the fourth column with the name of the day (X/26), and (if he is the teacher of English) places a figure "1" in the fourth column in the square opposite the horizontal column "1." This shows that John Doe was absent from the English class in Room 209 the first period. This teacher does not return the John Doe card to its alphabetical place in the file but places it in the front of the tray, so that later during the day, as John Doe's teachers come to the office to report his absence from their classes, they find his card among those of the other absentees. By the end of the ninth period the other teachers of John Doe have come to the office and posted his absence from their classes, and Column 4 shows that John Doe was absent from all his daily appointments.

At the end of the day the clerk telephones the home notifying someone there of John's absence. When this is done, a "P" is placed at the foot of the column. If the clerk is not able to deliver a telephone message, a letter in a plain envelope is sent to the home stating that John is absent from high school on that date, and a letter "1" is placed at the foot of the column. The second consecutive day of his absence a second letter is sent (see foot of Column 5), and on the third day (see Column 6) a registered letter is sent to the home in an envelope with a return printed on it.

The envelope is also rubber-stamped, "Deliver to addressee only," and "Return receipt demanded." These rubber-stamp directions comply with the post-office rules and insure, first, that the letter shall be delivered to the parent and to no one else, and secondly, that the office has in the return receipt card the evidence that the notice did reach the parent. The receipt card is kept on file for future reference when needed.

If John is absent all day on October 29, and his Latin teacher alone fails to note his absence, or fails to record it, his card will read as in Column 7. To this Latin teacher is sent a notice which calls his attention to his oversight in reporting John's absence, and a symbol is placed in the Latin teacher's square (see Column 7). The teacher returns this notice with some comment, e.g., "Yes, recorded."

If John Doe should absent himself on November 30 from his English class, his card would read as in Column 8. The teacher, making this entry some time during the school day of November 30, withdraws this card from its proper place in the file and places it in the front of the tray. It comes thus into the hands of the clerk at the close of the day, who recognizes it as a "cut," and delivers it to the faculty member who interviews such delinquents. If the pupil can give satisfactory explanation, the square is marked "k," which means "O.K."; if he was in slight error the square is marked "w," and a warning is given; if he was guilty of a cold-blooded "cut," he is given the regulation penalty of six hours for the first offense and the square reads as completed in Column 8. (P stands for penalty and 6 for the number of hours.) He is presented with a penalty voucher. This voucher states in writing John's misdemeanor and gives him the proper directions for serving his sentence. The stub of the penalty voucher, which is a copy of the paper John receives, is sent to John's adviser, who posts the misconduct on John's penalty card.

If John should be so unfortunate as to be sent out of class, his teacher records this enforced absence as if it were a "cut," and the office takes care of the irregularity as above.

If John should come to school a few minutes tardy on December 1, he might do one of three things. First, he might go at once

to his spelling class. There his spelling teacher would record the time of his arrival and post it on his attendance card (see Column 9). The plus sign indicates that he entered the class at the time indicated. His card will be withdrawn from the file by the teacher who makes the entry and will be left in the front of the tray where it will receive surveillance with the cards with other irregularities on them. Second, the lad might go directly to the office and check in, where the clerk would at once enter the time of his entrance on his attendance card and tell him that as a cure for lateness he must report for three consecutive mornings before eight o'clock; if he should fail in keeping this appointment on any one of the three mornings, he starts the series of three over again; on a second failure, he starts over again and receives a penalty as if he had voluntarily absented himself from a class. If he becomes incorrigible, he is sent to fetch one of his parents. Third, he might loiter somewhere out of sight until the spelling class is over and go to his next class. In that event the spelling teacher reports him as absent on the attendance report just as if he were not in school that day at all (see Column 10) and also posts his absence on his attendance card.

If John at any time should fall ill during the day's session, any teacher to whom he might apply has authority to excuse him from school. This teacher would check him out as shown in Column 11. This shows that teacher F. H. excused him at 1:05 P.M. The entry in Column 12 shows that John was excused at 2 P.M. on December 3 by a written request from home.

Every morning the summons bell rings at 8:16, and the pupils go at once to their spelling classes; all are required to take spelling. At the beginning of the class the teachers of spelling make out a report of the attendance, showing date, number present, number absent, and names of pupils absent. These attendance reports are fastened in a clip just outside the spelling-room doors, and are at once collected by a clerk. This officer makes a cumulative report which goes to the principal. Thus, in a very few minutes after the session begins, the principal knows the number present and the number absent, and the names of the absentees are in the hands of the clerk.

On any day, as soon as all the irregularities entered on the attendance cards of the previous day are taken care of, the clerk posts them on a daily attendance blank. This blank, a card $5\frac{1}{2} \times 8$ inches, bears John's name, the date of his birth, the name and address of his parents, the home telephone number, the date of John's entrance into high school, as well as a transcript of his absences and excused dismissals.

The advantages of an attendance card like the one described are, first, it has a great deal of information on it; second, one can find a pupil who has any irregularity reported without having to hunt up another program card in a different file; third, all of the pupil's previous irregularities are at one time before the investigator; fourth, copying from a teacher's class book and absentee report, and thence to an office attendance book or record card is obviated, with the result that less time is taken and fewer errors appear.